

# Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

<b>Position:</b>	Senior Personnel Specialist (Hours: 8:00AM - 5:00PM)
<b>Position #:</b>	051-150-1317-002
<b>Salary Range:</b>	\$3658 - \$4446
<b>Issue Date:</b>	September 17, 2008
<b>Contact:</b>	Lisa Losh (916) 322-1919
<b>Location:</b>	Human Resources 300 Capitol Mall, Ste., 300 Sacramento, CA 95814
<b>Final Filing Date:</b>	Statewide Until Filled

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is becoming the destination employer within the State of California.

#### Scope of the Position:

With general direction provided by a Staff Services Manager I, the incumbent will serve as an expert resource, responsible for the most difficult and complex issues, providing technical support and lead responsibilities within the Transaction Unit of the Human Resources Office. The incumbent independently, performs work in a diverse range of duties; implements processes and procedures; develops and maintains specialized training and internal procedures, applies state laws and department and control agency rules and regulations, and bargaining unit provisions to a variety of personnel transactions in the areas of workers' compensation, salary determination, certification clearance, record keeping, payroll and personnel document processing and all related personnel functions such as the establishment of newly budgeted position and position inventory.

Specific duties include but will not be limited to the following:

#### Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Worker's Compensation, IDL, and TDL, payment transactions and restoration and/or supplementation of leave credits. Complete PAR and Form 674 transactions;
- Resolve the most complex technical problems associated with salary determination, transfer eligibility, appropriate range for staff, and personnel, payroll, and benefits transactions. Maintain a position roster of staff for an assigned division;
- Act in a lead capacity with authority to commit resources to Personnel/Payroll/Benefits issues;
- Gather and prepare statistical data for special projects relative to leave balances of Office staff, CTO payments and/or balances;
- Meet, confer, and provide assistance to staff experiencing difficulties with correct payments, benefits leave balances, personnel or payroll transactions;
- Train new division Attendance Coordinators and/or new Personnel Services Specialists in laws, rules, and regulations governing personnel, payroll, and benefits programs;
- Key-enter personnel, payroll, and benefits transactions to the Employment History Database.

#### Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

**All hires will be subject to a background check.**

**For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

#### Submit a Std.678 State Application and Resume to:

State Controller's Office  
Human Resources Office  
ATTN: Lisa Losh  
300 Capitol Mall, Suite 300  
Sacramento, CA 95814